

~~SECRET~~

2 DEC 1957

MEMORANDUM FOR: Chief, Central Cover Division

SUBJECT : Common Employee Index Number

REFERENCES : (a) Memorandum for Chief, Management Staff from Deputy Comptroller, dated 12 July 1957, same subject.

(b) Memorandum for Deputy Comptroller from Chief, Business Machines Services, Management Staff dated 15 November 1957, same subject.

1. This Office recommends consideration of a modified plan for a common index number for all Agency employees. The proposal is that the employee number assigned by the Office of Personnel be used for payroll, accounting, and other purposes as a common index or record control number, as outlined in Reference (a) copy of which is attached.

2. Feasibility of the proposal was considered and approved by Management Staff as indicated in Reference (b), copy attached.

3. Concurrence and comments of your Office are requested on the attached proposal.

  
E. R. SAUNDERS  
Comptroller

25X1A

Attachments:

~~SECRET~~

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

no attachment

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INTERNAL

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SECRET

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

TAS, Office of the Comptroller  
200 Alcott Hall, ext. [REDACTED]

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Comptroller  
1039 Alcott Hall

20 Dec 57

SAA

SIGNATURE

2. Central Cover Branch  
1708 "L" Building

8/10/57

4

Dec 57

H. H. J.

3.

4.

Comptroller - 1039  
Alcott Hall102  
Dec 57

12/5

5.

TAS

6 Dec 57

J. W. G.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

254  
Cover has no objection to  
this proposal. CCTB will still  
have to use it's number  
system for dealing with  
[REDACTED] - but since this serves  
a different purpose see no  
conflict.

H. H. J.

25X1C4A

36716

FORM  
1 DEC 56

610

USE PREVIOUS  
EDITIONS

X

SECRET

X

CONFIDENTIAL

X

INTERNAL  
USE ONLY

X

UNCLASSIFIED

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ONLY☐ CONFIDENTIAL☒ SECRET

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## ROUTING AND RECORD SHEET

81-9185

SUBJECT: (Optional)

FROM:

Director of Personnel  
2621 Curie Hall

NO.

DATE

10 DEC 1957

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Comptroller  
1039 Alcott Hall

2.

3.

4.

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FORM  
1 DEC 55

610

USE PREVIOUS  
EDITIONS☒

SECRET

☐


CONFIDENTIAL

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USE ONLY☐

UNCLASSIFIED

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25X1A9A

<b>TRANSMITTAL SLIP</b>		DATE 17 Dec 57
TO: Comptroller <i>[Signature]</i>		
ROOM NO. 1039	BUILDING Alcott	
REMARKS: 		
FROM: Director of Security		
ROOM NO. 2058	BUILDING I	EXTENSION 645

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)